

Appendix A: Information required for e-Invoice Issuance

Information Required	Response
Full Name Note: For Corporate Policyholder = Master Policyholder / Subsidiary	
Tax Identification Number ("TIN") (i.e. Income Tax Number) Note: The TIN number can be obtained from LHDN's MyTax Portal Profile	
Business Registration Number (For Company)/ MyKad Identification Number (For Individual) <i>Note: For non-Malaysian individuals, please provide your passport number/ MyPR/ MyKAS identification number)</i>	
Sales and Service Tax ("SST") Registration Number <i>Note: Applicable for for SST registrant</i>	
SST Effective Date <i>Note: Applicable for for SST registrant</i>	
SST Resident Status <i>Note: Applicable for SST registrant. Either Resident or Non- Resident</i>	
Full Address	
Email Address	
Contact Number (Country + Area Code)	

For verification purposes, please furnish us copies of supporting documents including but not limited to the following:

- Certificate of Incorporation and/or Change of Name of Company issued by Suruhanjaya Syarikat Malaysia (SSM) – **should there be any changes after policy inception/renewed**